



# **BRAND** GUIDELINES

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# A distinctive identity that communicates a clear set of values with confidence.

This style guide has been created to help foster a strong and coherent visual identity for the agency. Our brand enhances the recognition of our high quality water, power and sewer services, and serves to build a stronger, more consistent visual presence in the City and County of San Francisco, the entire San Francisco Bay Area and State of California.

#### Initial Design Meeting

All departments are welcome to approach our design team with graphic requests by contacting graphics@sfwater.org. In addition, consultant graphic designers must contact the Graphics Team for an initial design meeting, before developing new design files and new materials. An initial design meeting is necessary to ensure consistency of the overall look and messaging of new materials, as well as effectively accomplish agency goals.

All materials must be reviewed and approved by the Graphics Team before submitting to the project manager for final review and print.

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## Logo Size, Space & Color



#### Colors:







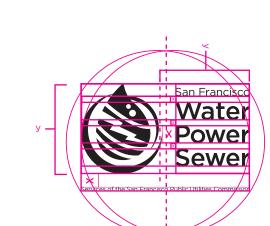
#### Vertical Logo:

Horizontal Logo: Proportions have been based off a 3:1 ratio with

an established relationship

between mark and text.

Proportions have been based off a 3:1 ratio with an established relationship between mark and text.



San Francisco

Water Power Sewer

ervices of the San Francisco Public Utilities Commission

## Logo Size Specifications

#### Minimum Logo Size Specifications

To maintain readability:

- The logo cannot be reduced less than the size specification.
- Byline "Services of the San Francisco Public Utilities Commission" is required unless a graphics team decision allows for a onetime alteration.
- Minimum font size for the byline is 6 pts.
- Byline font: Gotham

#### San Francisco Water Power Sewer (horizontal):

Minimum Mark Width = 0.5" inches (12.7mm)



Services of the San Francisco Public Utilities Commission

Minimum Byline Height - Gotham Book, 6 pts, K 100%, Tracking (-20)

#### Hetch Hetchy Regional Water System (horizontal):

Minimum Mark Width = 0.5" inches (12.7mm)



Services of the San Francisco Public Utilities Commission

Minimum Byline Height - Gotham Book, 6 pts, K 100%, Tracking (-20)

#### San Francisco Water Power Sewer (vertical):

Minimum Mark Width = 0.5" inches (12.7mm)



Minimum Byline Height - Gotham Book, 6 pts, K 100%, Tracking (-20)

#### Hetch Hetchy Regional Water System (vertical):

Minimum Mark Width = 0.5" inches (12.7mm)



Services of the San Francisco Public Utilities Commission

Minimum Byline Height - Gotham Book, 6 pts, K 100%, Tracking (-20)

#### Logo Clear Space

To ensure legibility of the logo, it must be surrounded with a minimum amount of clear-space to avoid competition from other visual elements.

Using the logo in a consistent manner across all applications helps to establish and reinforce immediate recognition of the agency look and feel.



## Knowing Which Logo to Use

#### In City Logo vs. Regional Logo

The **Retail/In City logo** is used on materials that are used or distributed within the City and County of San Francisco, or represent work of the entire agency (ie: legal documents, state required planning documents, etc.).

The **Wholesale/Regional logo** is to be used on materials for the regional water and hydroelectric system that are distributed outside of San Francisco city limits.

Internally available at: S:\Agency-Wide Templates\ San Francisco Water Power Sewer Logos

#### Retail / In City logo – San Francisco Water Power Sewer

- To be used on all materials focused on retail customers within San Francisco.
- Retail / In City logos 4 color horizontal and vertical use on web, print, PPT
- Retail / In City logos grayscale horizontal and vertical use on white background

# Wholesale / Regional logo – Hetch Hetchy Regional Water System

- To be used on all materials focused on wholesale water and hydroelectric outside of the City and County of San Francisco.
- Wholesale / Regional 4 color horizontal and vertical use on web, print, PPT
- Wholesale / Regional grayscale horizontal and vertical use on white background

















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Services of the San Francisco
Public Utilities Commission
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#### **File Formats**

File formats can be confusing. It is important to remember that each format retains a certain amount of resolution and different formats correlate with different types of media. If you have questions or cannot find the file type you need, contact graphics@sfwater.org.

#### **Common Use Formats**

- JPEG: a compressed image file format used for media such as Microsoft Office and web/digital purposes
- PNG: a lossless format used for web/digital purposes, capable of transparency

#### Vector Format for Design

• EPS: a vector based/PostScript image file format used for high-resolution printing. Can only be opened by vector based programs such as Adobe software.

### What NOT to Do

Maintaining the integrity of the logo is a part of maintaining the integrity of the agency's visual identity. The logo should never be distorted, difficult to see or read. If you run into a situation where you are unsure how to present the logo, email graphics@sfwater.org for help.



Do not stretch or skew the logo to distort proportions.

Do not change the logo colors.



Do not change the font.



Do not place the logo on a busy or dark background.



San Francisco

Do not separate or shift logo elements or layout.



Do not recreate the logo with any abbreviations.



Do not rotate or change the logo orientation.



Do not add effects such as bevelling, drop shadows, outlines, or glow effects.



Do not put the logo in a white or colored box on a dark or busy background.

## Typography

Fonts can effectively help with name recognition and brand building when used consistently and correctly.

About the font: Franklin Gothic was designed by Morris Fuller Benton between 1903 and 1912 for American Type Founders Company. The typeface was updated in 1979 for ITC by Vic Caruso. The heaviness and boldness of Franklin Gothic gives off the impression of being serious and important. Unlike most bold typefaces, Franklin Gothic has a lightness about it. Historically, this san serif has been known as the best interpretation of the classic 19th century type style.

#### Font size is determined by readability and legibility.

For agency designs, **fonts should never be below 6pts.** in any visual or document. In a document, font size should **always be a minimum of 8pts.** (7pt. is acceptable as a caption). A document should also follow a hierarchial structure of font sizes to aid organization and readability.

About the font: Minion is a serifed typeface designed in the "classical tradition," by Robert Slimbach in 1990. Minion Pro was later released in 2000. The font is inspired by classical, old style typefaces of the late Renaissance, a period of elegant, beautiful, and highly readable type designs. It combines the aesthetic and functional qualities that make text type highly readable with the versatility of typographic control, whether for lengthy text or display settings.

#### Primary Font Family

Franklin Gothic - A san serif font used in most documents.



Franklin Gothic Book ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

# Rh

Franklin Gothic Book Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789



Franklin Gothic Medium ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789



Franklin Gothic Medium Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Franklin Gothic Heavy ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789



Ee

Franklin Gothic Heavy Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

#### Secondary Font Family

Minion Pro – A serif font used only to complement the primary font family (e.g., in the body of text).

Aa	Minion Pro Regular ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789
Bb	Minion Pro Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789
Cc	Minion Pro Semibold ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789
Dd	Minion Pro Semibold Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789
Ee	Minion Pro Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789
Ff	Minion Pro Bold Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

## Complimentary Typography

Complimentary fonts are used for headings and to supplement typographic hierarchy.

About the font: Gotham was born in 2000, by Hoefler & Frere-Jones. Creation of the font was influenced by post-war building signage and hand-painted letters seen in New York City, specifically from the geometric lettering of New York's Port Authority Bus Terminal. The font was publicly released in 2002 and said to have an "American feel." It is widely used in logos, including ours.

About the font: Swiss 721 is a font from Bitstream library, released in 1982 Switzerland. Edouard Hoffmann, director of the Haas Typefoundry, specified the design; Max Miedinger drew the font under his guidance. Swiss 721 is commonly compared to Helvetica. We utilize this font in the headings of our printed collateral.

#### **Complimentary Font Family**

Gotham

Aa

Gotham Extra Light ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Gotham Book ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopgrstuvwxyz 0123456789



Bh

Gotham Book Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789



Gotham Medium ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

Ee

Gotham Medium Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789



Gotham Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopgrstuvwxyz 0123456789

#### **Complimentary Font Family**

Swiss721 Cn BT

#### Swiss721 Cn BT Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789



Aa

Swiss721 Cn BT Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopgrstuvwxyz 0123456789

Cc

Swiss721 Cn BT Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789



Swiss721 Cn BT Bold Italic ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789

## **Color Palette**

In addition to our three agency colors, we have created a color palette to guide our brand's success. Color scheme is one of the most significant factors in the overall look and appearance of any brand. Because our core values are environmentally oriented, we've based our color palette off of neutral earth tones.

#### Agency Colors



#### Secondary Colors

Pantone 272 C51 M61 Y0 K0 R136 G113 B179	Pantone 7620 C0 M95 Y94 K0 R181 G35 B29	Pantone 485 C0 M97 Y100 K0 R238 G42 B36	Pantone 180 CO M79 Y100 K11 R217 G83 B30	Pantone 151 CO M28 Y100 K6 R238 G177 B17	Pantone 128 CO M11 Y65 KO R255 G222 B117	Pantone 373 C16 M0 Y46 K0 R218 G232 B162	Pantone 370 C56 M0 Y100 K27 R94 G151 B50
Hex# 8871B3	Hex# BF2620	Hex# EE2A24	Hex# D9531E	Hex# EEB111	Hex# FFDE75	Hex# DAE8A2	Hex# 5E9732
Pantone 322 C100 M0 Y33 K35 R0 G123 B133 Hex# 007B85	Pantone 5483 C62 MO Y21 K31 R255 G222 B117 Hex# FFDE75	Pantone 298 C69 M7 Y0 K0 R19 G181 B234 Hex# 13B5EA	Pantone 7466 C70 M0 Y23 K0 R28 G190 B202 Hex# 1CBECA	Pantone 283 C35 M9 Y0 K0 R159 G203 B237 Hex# 9FCBED	Pantone 300 C100 M44 Y0 K0 R0 G121 B193 Hex# 0079C1	Pantone 294 C100 M58 Y0 K21 R0 G85 B150 Hex# 005596	Pantone 8100 C82 M52 Y31 K8 R57 G107 B128 Hex# 396B80

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## Templates

Water Power Sewer

Regional Water System

Letterhead, business card, envelope, and powerpoint templates have been established for agency use. These templates can be found on the internal website, *Currents*.



**Request For Business Cards** are managed by division and bureau staff and printed through City Reprographics. All business cards utilize a uniform design on the front. Four options are available for the back.

- Blue Water Enterprise and General Divisions
- Yellow Power Enterprise
- Green Sewer

#### Agency Programs and Co-Branding

To maintain consistency, the agency logo is displayed with other logos in a side by side, clear space lock-up with a black center dividing line.

Some of our agency programs have their own logos. The agency is seeking to eliminate individual program logos so we can strengthen our agency identity. For further guidance on program logos, contact graphics@sfwater.org.

Particular programs are branded with their own look and feel. Check with the program staff for guidance.

#### Co-Branding





#### Agency Programs (Examples)







SF Water

Hetch Hetchy Tap Water. It's Delicious.

drink.sfwater.org

GoS ar SF Bringing Solar Power to San Francisco



#### Iconography & Program Branding

Local Water Supply





Recycled Water Conservation

Desalination

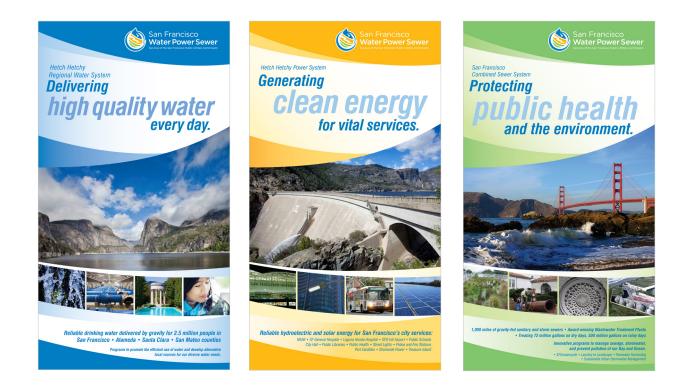
n Graywater

Rainwater

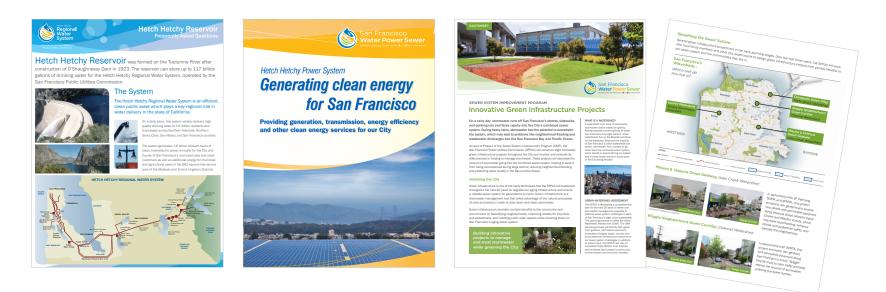
## Sample Printed Collateral

The graphics team can provide sample collateral which demonstrates our use of secondary design elements, including the swoop or wave. The wave element is consistent throughout our collateral materials and suggests the representation of our three enterprises, water, power and sewer. While the wave element is not used to limit outside design, it is suggested to maintain the brand identity.





### Sample Printed Collateral

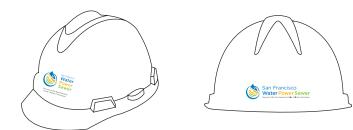




## **Promotional Collateral**

Fitting our logo onto promotional goods and clothing articles is challenging. Imprint space and color limitations often dictate the quality of logo representation. Please contact graphics@sfwater.org **BEFORE** selecting collateral or other logo'd items. Contacting the Graphics Team ahead of item selection will ensure accurate reproduction of logo and consistency of visual identity.







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#### Photographic Imagery: Environmental

Imagery plays a critical role in communicating who we are. Photographs should capture the nuances and scale of who we are, what we do, our past, present and future.

Environment and infield shots are specific to the work we do and the messages we communicate. Photographs should show the expanse of the area we are covering and highlight key details. In addition to current photos, historical and other archival photographs are available. Our agency employs photographers and their images are preferred over any outside photography.

Purchased stock photos are a last resort choice and we prefer to be very selective if stock photos are necessary.

If in need of photos for designed materials, contact graphics@sfwater.org or the agency photographers.















## Photographic Imagery: People

Who we are plays a critical role in our messaging. The emotive capacity of an image is often derived from people. If our customers are able to relate to us as individuals, they will be more willing to trust us as agency.

Purchased stock photos are a last resort choice and we prefer to be very selective if stock photos are necessary. Requests for our photographs or approval of alternative imagery can be made by emailing our graphics team, graphics@sfwater.org.













## **Construction Signs**

The ONESF logo, tagline, and design templates identify the projects and shared citywide goals of the City's tenyear Capital Plan and should appear on all City street, sewer, site, and building construction signs. The ONESF logo reflects the shared citywide goals of infrastructure improvement ('we are all ONESF'), the unique nature of San Francisco ('there's only ONESF'), and a color scheme evocative of our great City by the Bay.

To establish and maintain the ONESF identity it is important that it appear consistent across all signage. Therefore, it is critical to never alter the embedded logo, logotype or locked portions of the enclosed design templates. This includes adding or deleting elements, using unauthorized colors, adding additional logos, or otherwise altering the text or layout of the sign outside of specifically designated areas as described in the templates.

Templates for City construction signage as well as guidelines for production for most City client departments are available online: onesanfrancisco.org/staff-resources/ signage-and-style-guide/



#### Oceanside Water Pollution Control Plant & Westside Pump Station

Corrosion and concrete surface repairs, odor control, instrumentation

and security systems upgrades
For more information:

Catania Galvan, cgalvan@sfwater.org 415.554.3289 sfwater.org/construction Digester Improvements & Corrosion Protection WW-490, Schimmick Construction Company, Inc. 415-XXX-XXXX BEGINS: ?, 2012; COMPLETION DATE: ?, 2012

Dewatering Facility Upgrades WW-452, Cal State Constructors, 415-XXX-XXXX BEGINS: ?, 2012; COMPLETION DATE: ?, 2012

Security Improvements (Westside Pump Station) WW-535R,Azul Works, 415-XXX-XXXX BEGINS: ?, 2012; COMPLETION DATE: ?, 2012



The SFPUC Wastewater Enterprise operates and maintains 993 miles of combined sewers, which collect sanitary sewage from homes, businesses, and street runoff; storage facilities; and three treatment plants that treat both sanitary sewage and stormwater to protect public health and the San Francisco Bay and Pacific Ocean.

Emergency Phone Number: 311

A Project of the City's Ten-Year Capital Plan There's only one San Francisco—together we're taking care of it.



BOARD OF SUPERVII David Chiu, Presiden John Avalos David Campos Jarmen Chu Malia Cohen Sean Elsbernd Mark Farrell Jane Kim Eric Mar Eric Mar Christina Olague Scott Wiener

orable Ed Lee

#### onesanfrancisco.org

All external and internal communications and promotional materials, including any printed or digital collateral must comply with our brand standards. Approvals are made by the Graphics Team of the Communications Department, graphics@sfwater.org.

#### Need More Info?

These style guidelines are provided for the purpose of establishing and maintaining the look and feel of our brand. It is imperative that consistency be upheld for the professional stability of our agency's public image. These guidelines are not intended to restrict or limit the brand, but to assure proper use of design elements. Any inquiries or requests can be made by contacting the Graphics Team by email, graphics@sfwater.org.